

SECRET

29 June 1962

MEMORANDUM FOR: Acting Deputy Director (Support)
FROM : CIA Records Administration Officer
SUBJECT : Program Reviews by Financial Policy and Budget Committee

1. This memorandum contains information for your use in answering certain questions proposed by the Financial Policy and Budget Committee about Agency Records Program.

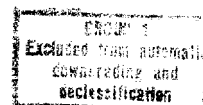
2. The Agency Records Center performs these separate and distinct functions:

a. Inactive Records - serves as an economical facility for the storage of inactive records scheduled for safe keeping a predetermined time (one year--Permanent)

b. Vital Records - serves as a place of safe keeping those records selected as essential for carrying out Agency activities in an emergency.

3. The standards for records retirement are embodied in Records Control Schedules. These schedules contain instructions on what records will be retired to the Center and when and how long they should be retained by the Center. (About 80% of all Agency records are scheduled). During the Fiscal Year 1962 (1 July 1961 - 29 June 1962) 14,773 cubic feet of inactive records were transferred to the Records Center by Agency Headquarters Offices. During this same period, the Records Center destroyed 6,794 cubic feet of records, and on June 29, 1962 had on hand 78,045 cubic feet (this is the equivalent of over 9,750 safes costing over \$4,000,000.).

4. The identification and safe keeping of Vital Records is accomplished through the use of Vital Records Deposit Schedules. On 29 June 1962, there were 4,956 cubic feet of Vital Records in the Center. This is less than 7% of the total records stored and about 3% of the Agency's total records holdings. As new Vital Records are transferred from Headquarters offices to the Center the older ones are removed and destroyed. Consequently, there is no abnormal accumulation of Vital Records at the Center. (The maintenance and operation of the Vital Records Program at the Center requires the equivalent of about one man year).



5. There is no "indication that the present facilities for records storage will shortly be insufficient". If the net increase in records at the Center continues on the same basis that it did in the Fiscal Year 1962, the present Center will be filled by about the middle of 1965. We have recently, however, undertaken steps to control the accumulation at the Center. As of 1 July, we will not accept records of Temporary value unless such records have a definite destruction date. In addition, I have recently advised DD/P that they should take action on the elimination of a substantial volume of records in the Center which do not have a fixed disposition date and which have been microfilmed. If these proposed actions are taken, then the time in which the Records Center will be filled would be an indefinite one. Certainly, it would be several years beyond mid 1965.

6. Attached is a brochure about the Records Center which may be informative.




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Attachment

cc:  (Records Center)

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